

August 23, 2016

**MEMORANDUM OF POLICY**

**RE: Combined Fund Drive Disaster Relief Campaign Policy**

**EXECUTIVE SUMMARY**

This statement discloses the purpose and implementation regarding disaster relief campaigns organized by the Washington State Combined Fund Drive (CFD).

The CFD is committed to maintaining a sustainable, coordinated channel for Washington State employees and retirees to efficiently direct their charitable giving in the event of a disaster. The CFD reserves the right to begin a disaster relief campaign based on a specific catastrophic event that causes loss of life and property.

**PROCEDURES**

The CFD Program Manager must provide cause to begin a disaster relief campaign to the Outreach Deputy Director and/or staff of the Office of the Secretary of State (OSOS). With approval, the CFD Program Manager may work with OSOS IT and CFD staff to assist in creating web content, notifications and donation payment web pages. The content provided to donors regarding the disaster relief campaign must include:

- A brief description of the disaster
- A list of CFD member charities who have provided proof that they are working in the affected area
- Relevant contact information for the CFD, OSOS or member charities

**CRITERIA FOR SELECTING CHARITIES**

Any charity serving during a disaster relief campaign must:

- Be recognized by the IRS as an approved 501(c)3 or 170(c)1
- Be registered as an active charity with the OSOS Charities Program
- Provide proof that they are actively involved in relief efforts for the declared disaster

The CFD reserves the right to modify the list of active charities participating in the disaster relief efforts.

**ENDING A DISASTER RELIEF CAMPAIGN**

All donations collected for a disaster relief campaign must be entered as a CFD fundraiser in order to disburse donations. The CFD will work with OSOS Financial Services to choose an appropriate date to reconcile and disburse donations for the disaster relief campaign. Donations may be reconciled and disbursed more than once and do not have to wait until a quarterly disbursement to be released.

**CONTACT US**

For further questions regarding our memorandum of policy, you can reach the state CFD office at:

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416 Sid Snyder Ave SW  
PO Box 40250  
Olympia, WA 98504-0250

PHONE: 360-902-4162  
EMAIL: [cfd@sos.wa.gov](mailto:cfd@sos.wa.gov)



Secretary of State  
*Kim Wyman*

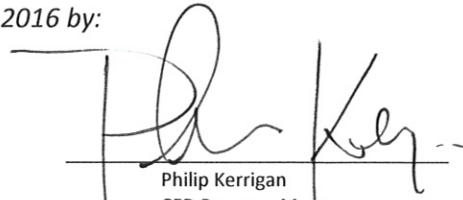
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## NOTIFICATION OF CHANGES

If the Combined Fund Drive decides to change its disaster relief campaign policy, those changes will be posted to [www.cfd.wa.gov](http://www.cfd.wa.gov) so all users are aware of what role the CFD and its member charities play in these campaigns.

*This policy has been amended and approved on August 23, 2016 by:*

  
Stephanie Horn  
Deputy Outreach Director

  
Philip Kerrigan  
CFD Program Manager



Secretary of State  


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